

Growth Factor Ad Hoc Reports Reference Documentation

2014-2015



Kentucky Department of Education

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Overview of Growth Factor Report

Purpose: KRS 157.360 (8) states that “Program funding shall be increased when the average daily attendance in any district for the first two months of the current school year is greater than the average daily attendance of the first two months of the previous school year.” The percent of growth is multiplied by the previous school year’s end of year ADA to determine the additional ADA funding a district will receive.

If a district does not incur any growth or shows a loss in ADA, there is no deduction of program funding to the district.

KRS 157.370 (3) provides for an adjustment in transportation funding for current year increases in transported students. The number of transported students (T1s + T5s) for the first two months of the current year is compared to the number of transported students (T1s + T5s) reported on the previous school year’s Growth Factor Report. The percent of increase is multiplied by the tentative transportation calculation to determine the amount of transportation funding increase for a district. A district that shows a loss or no increase in T1s and T5s will not incur a reduction in funding.

Focus Areas: The Growth Factor Report includes the following information for the first two (2) school months: aggregate days attendance and absence; race and gender count; adjustments for less than full-time attendance (Partial Day); nonresident/non-contract students; and overage and underage students. All information is reported by school, grade level, and by transportation code.

Due Date: The Growth Factor is due to KDE 10 days after the last day of the second month, but not later than November 1st of each school year.

Ad Hoc Reports Record 2 – Aggregate Days Attendance and Absence

State Enrollment Overlap

(Student Information>Reports>State Enrollment Overlap)

Enrollment overlaps occur when the begin/end dates of one enrollment overlap with that of a second enrollment record. *One day overlaps are allowed and should remain within Infinite Campus with the exception of a one day overlap within the same district.*

Review Step: The enrollment overlap report will identify these overlapping records, which should be corrected. *Be very careful which enrollment record you end date as attendance and grades are tied to enrollment.*

Student Schedule Gap - Report

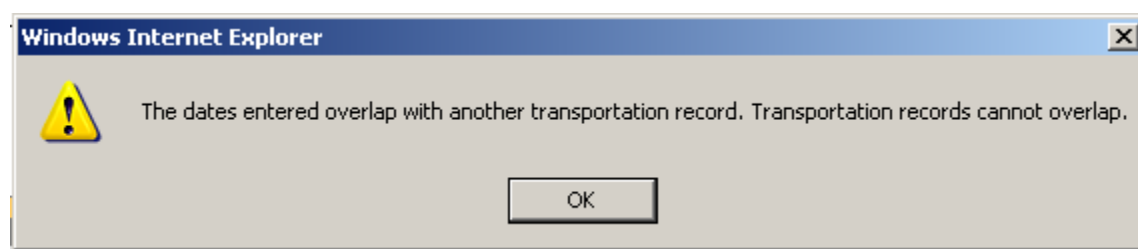
(KY State Reporting>KDE Reports>Schedule Gap Report)

The tool used to locate student schedule gaps is the Schedule Gap Edit Report. The report shows schedule gaps by student from their enrollment begin date. The purpose of the Schedule Gap Report is to identify those students who have gaps in their schedule on days that they are enrolled. The Schedule Gap Report should be run separately for each calendar. If the student “Schedule” appears correct then check to see if the “Course Information” is set up correctly for each course.

Review Step: Correct any schedule gaps for any dates shown on this report. Perform this for any withdrawn students as well, since they do affect the attendance reports.

- Overlapping T Codes (Ad Hoc Reporting>Filter Designer>State Published>student Audit Overlapping T Codes)

New Overlapping T-codes should not occur; the system should prevent the creation of an overlapping T-Code. However, some will occur.



Students with overlapping transportation codes need to be corrected. Run this query for each school.

Note: If the Year is set to the current school year, then the search function for this ad hoc will only find students active within the current year with a T-code overlap. The overlap could be within any school year.

Review Step: Correct any overlapping transportation records.

Missing T Codes

(Ad Hoc Reporting>Filter Designer>State Published>student Audit Missing T Codes)

Any student with a missing T code will have the aggregate day's attendance default to a transportation code of "NT". All students should have a T code associated with their school enrollment record. ***Run the Missing T Code filter for each school individually with the current school year selected.*** Correct all missing T codes.

Review Step: Assign a transportation code and enter a date segment for students. Transportation segments are school specific. An enrollment record at each school should have a transportation record associated with it.

Note: Any students with overlapping Primary and partial enrollments will either have overlapping T codes or missing T codes at one school. Just make sure the student has a T code at any school where attendance will be reported.

KDE Attendance Groups – Partial Day

(Ad Hoc Reporting>Filter Designer>State Published>student Audit Partial Day)

This ad hoc can be used to identify students with a partial day attendance group.

Review Step: Ensure that the setup is correct for partial day students.

Early Learning/Prior Settings ESS **Attendance Group** TEDS Truancy

+ Add Attendance Group Save Delete

Attendance Group

00 14-15 COUNTY PRIMARY 08/11/2014 (1)
 StartDate: 08/11/2014 AttendanceGroup:PAR

Attendance Group

*Enrollment
 14-15 COUNTY PRIMARY Grade:00 Start:08/11/2014

*Attendance Group *Start Date End Date
 PAR:Partial Day 08/11/2014

Start Time End Time Avg Partial Minutes Percent Enrolled
 07:45 AM 11:30 AM 225 53.6%

Instructional Periods: 07:45 AM - 02:45 PM

* Partial Minutes was auto-calculated based on the maximum scheduled minutes if no start time and end time was specified
 * Adding/Changing the start/end time and start/end date will update the attendance records

Verify start date, start time and end time match the student's IEP (as applicable). Further information on partial day setup is available through the Attendance Group (KY).pdf document that can be downloaded from Campus Community with Infinite Campus (user ID and password required).

Record 4 – Non-Contract and Over/Underage

Out of District/Resident Students and Non-Contract Students

This Ad Hoc will identify students who are non-resident and who are in an attendance group of NC or NCO. Students who come from a district that you have a contract with *should not be in this attendance group*. Only students who come from another district in which there is no contract *will need to be in either NC or NCO*.

(Ad Hoc Reporting>Filter Designer>State Published>student Audit Nonresident NonContract)

Review Step: Verify whether or not the non-resident student has a contract on file. If so, then they should not be in an attendance group of NC or NCO.

Note: The 'Resident District' value should be maintained by the district to indicate the resident district of any student who does not reside in the district. Every student who attends from another district, whether they have a contract or not, should have the 'Resident District' value completed in Infinite Campus.

Overage/Underage

(KY State Reporting>Edit Reports>Overage/Underage Report)

Run this for All Schools, All Calendars: identifies underage/overage students for further review

Review Steps:

Overage – Overage students will not qualify for funding on the SAAR after their 21st birthday.

Underage – Under Age: There are two categories for Under Age students:

1. A Grade 00 student is considered "Under Age" for the entire year if their 5th birthday occurs after October 1st of the reporting year.
2. A Grade 01 student is considered "Under Age" for the entire year if their 6th birthday occurs after October 1st of the reporting year.

An underage student will not receive funding for the entire year unless they qualify for a waiver based on local district policy and state requirements, and the waiver checkbox is marked on the Enrollment tab. This is indicated on the waiver checkbox on the Enrollment tab under State Reporting Fields.

Reminder: The starting age for Kindergarten will not change until the 2015-16 school year.

Children of District Employees (CDE)

CDE students should not have an NC attendance group, even if the receiving district does not have a contract with the sending district. Out of state students of district employees do not qualify for CDE status and must have a NCO attendance group.

Record H – Home and Hospital

KDE Attendance Groups – Home and Hospital

(Ad Hoc Reporting>Filter Designer>State Published>student Audit Home Hospital)

This report identifies students in the Home Hospital attendance groups.

Review Step: Ensure the attendance is marked properly for the Home and Hospital students.

Note: Use the IC Attendance Wizard to mark the student's attendance as HH from the initial date of entry into the HH program until the end of the school year. (This prevents teachers from taking attendance for a student who is in the HH attendance group). When the student returns to school, remove the HH attendance code using the Attendance Wizard. The student's HH attendance group record should be end dated upon the student's return to the regular school program via the Attendance Group tab.

Early Learning/Prior Settings ESS **Attendance Group** TEDS Truancy P

Add Attendance Group Save Delete

Attendance Group

09 14-15 High School Homebound 08/11/2014 (1)
 StartDate: 08/11/2014 AttendanceGroup:HH

Attendance Group

***Enrollment**
 14-15 High School Homebound Grade:09 Start:08/11/2014

***Attendance Group** ***Start Date** End Date

HH:Home/Hospital 08/11/2014

For districts with a separate home and hospital school (*i.e.*, 998, 999 schools) every student must be within a home and hospital attendance group to receive the additional SEEK funding for home and hospital students.

Example Ad hoc

Audit Home Hospital Total Records:18

All Records

SSID	Last Name	First Name	Attendance Group	Start Date	Attendance Group	End Date
------	-----------	------------	------------------	------------	------------------	----------

		Unknown	Excused	Unexcused	Exempt					
Date	Period									
		H	1	2	3	4	5	6	7	ACTIVITY
Note 2	12/12/2008 Fri L2		F	F	F	F	F	F	F	
	12/11/2008 Thu L2		HH	HH	HH	HH	HH	HH	HH	
	12/10/2008 Wed L2		HH	HH	HH	HH	HH	HH	HH	
	12/09/2008 Tue L2		HH	HH	HH	HH	HH	HH	HH	
	12/08/2008 Mon L2		HH	HH	HH	HH	HH	HH	HH	
	12/05/2008 Fri L2		HH	HH	HH	HH	HH	HH	HH	
	12/04/2008 Thu L2		HH	HH	HH	HH	HH	HH	HH	
	12/03/2008 Wed L2		HH	HH	HH	HH	HH	HH	HH	
	12/02/2008 Tue L2		HH	HH	HH	HH	HH	HH	HH	
	12/01/2008 Mon L2		HH	HH	HH	HH	HH	HH	HH	
Note 3	11/25/2008 Tue L2		HH	HH	HH	HH	HH	HH	HH	
	11/24/2008 Mon L2		HH	HH	HH	HH	HH	HH	HH	
	11/21/2008 Fri L2		E	E	E	E				
	11/20/2008 Thu L2		E	E	E	E	E	E	E	
	11/19/2008 Wed L2		E	E	E	E	E	E	E	
	11/18/2008 Tue L2		HH	HH	HH	HH	HH	HH	HH	
Note 1	11/17/2008 Mon L2		HH	HH	HH	HH	HH	HH	HH	
	11/14/2008 Fri L2		HH	HH	HH	HH	HH	HH	HH	
	11/13/2008 Thu L2		HH	HH	HH	HH	HH	HH	HH	

Verification Steps (Student with Home Hospital from 11/14/08 to 12/12/08)

1. Verify the student's attendance is marked as home hospital from the student's Home and Hospital start date to the end date. In the example above several common errors are shown. The student has HH attendance marked before the Home and Hospital start date (see Note 1) of 11/14/2008. The end date is marked as absent unexcused on 12/12/2008 (see Note 2); the correct attendance event should be HH.
2. Home and Hospital students are required to be served a minimum of two sessions of one hour in length per visit per five consecutive instructional days. A single missed Home and Hospital session should have an absence of 2.5 instructional days (see Note 3).

Half-Day Kindergarten

(System Administration>Calendar>Calendar>Grade Levels)

Districts may have half-day Kindergarten classes. KDE's policy is to only provide funding for 50% of Kindergarten school days. This funding adjustment is made at KDE.

System Administration

- Attendance
- Auditing
 - View Audit Log
- Batch Queue
- Calendar
 - Calendar**
 - Calendar Wizard
 - School Years
 - Census
 - Counseling
 - Custom
 - Data Defining Tools
 - Data Interchange
 - Data Utilities
 - Digital Repository
 - Finance
 - Grading & Standards
 - Health
 - Lockers
 - Medicaid
 - Messenger

Calendar | **Grade Levels** | Schedule Structure | Terms | Periods

New | Save | Delete

Grade Level Editor	
Name	Seq
00	6
01	7
02	8

Grade Level Detail

Name (locked)
00

*Sequence Number
6

*State Grade Level Code
00: Kindergarten

Standard Day

Maximum Membership Days (<= instructional days)

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications
0

Kindergarten Code
BDK:Full and Half Day Kindergarten

Exclude from cumulative GPA/Rank calculations
☐

Exclude from state reporting
☐

Exempt from Assignment
☐

Standard Code (SIF code)

Exclude from SIF reporting
☐

Half Day Kindergarten (HKD): School services half-day kindergarten

Full Day Kindergarten (FDK): School services full-day kindergarten

Both Half Day and Full Day Kindergarten (BDK): School services both

Every kindergarten grade in a school should be coded as BDK: Full and Half Day Kindergarten, FDK: Full Day Kindergarten or HDK: Half Day Kindergarten.

Data Quality: Review and Assurance

Growth Factor is a subset of SAAR

GF Record 1 = SAAR Record 5
 GF Record 2 = SAAR Record 7
 GF Record 4 = SAAR Record 9
 GF Record H = SAAR Record H

GF Record 1 = Ethnic Count
 GF Record 2 = Aggregate Attendance and Absence
 GF Record 4 = Non-Contract/Overage/Underage
 GF Record H = Home Hospital

Ethnic Count Comparison

Comparing Record 1 of Growth Factor to Records 2 & 3 of SAAR

Growth Factor Record 1 (Ethnicity Count)

SAAR Record 2 (Enrollment + Reenrollment)

SAAR Record 3 (Withdrawals)

Formula: Entries + Re-entries – Withdrawals = Ethnicity Count

Steps to follow:

1. Run Record 1 of Growth Factor (PDF, All Calendars, Date Range = Blank)
2. Run Records 2 and 3 of SAAR (PDF, All Calendars, Month 1 & Month 2 only)

Enrolled Days vs. Scheduled Days (Tips when not matching)

Enrolled Days and Scheduled Days will match unless the student has one of the situations listed below:

1. Partial Day (not fully funded)
2. Virtual or Performance Based

Virtual and Performance based students do not get credit for any attendance until a passing grade is marked for the final grade. This will cause those students to look like partially enrolled students and truancy will not equal funding.

3. Early Release Days: scheduled minutes will be less than student day minutes.
4. Schedule Gaps
5. Students without a full schedule (e.g., fifth year senior)

Note: The ADA/ADM 'Truancy mode' should equal 'Funding mode' for students who have a full schedule. Students without a full schedule will only be funded for the part of the day that they are scheduled.

Data Quality: Review and Assurance

Run Monthly Attendance Reports (By month & school)

1. Verify Register Report and get signoff
2. Verify ADA/ADM Truancy Mode and match to the Register Report
3. Verify ADA/ADM Funding Mode and match to Growth Factor Record 2 and SAAR Record 7 for each school attendance month

How Do We Get PDF AADA?

Infinite Campus PDF Formula:

(Record 2 - Record 4) / Number of Days Taught

Infinite Campus PDF Definitions:

Record 2: 'DISTRICT BASE Aggregate Days PRESENT TOTAL'

Record 4: 'District Non Contract Aggregate Days PRESENT TOTAL'

Record 4: 'District Overage/Underage Aggregate Days PRESENT TOTAL'

Record 2: 'BASE Aggregate Days PRESENT Days' (Number of days taught)

Running ADA/ADM Report in the Future for Error Checking

Districts can generate the ADA/ADM report in the future to identify potential errors. Since Kentucky operates under positive attendance students will have a 1.00 for attendance, with the exception of Partial day students and those enrolled in Virtual or Performance Based courses.

In the example below for the 08-09 school year the report is run for month 4 using the standard options for truancy mode.

Kentucky Avg. Daily Membership(ADM) & Avg. Daily Attendance(ADA) Summary with Student Detail

This report calculates ADM & ADA based off Kentucky's customized attendance calculation. It summarizes the data by student, grade and dates default to the start/end dates of the calendar.
This is a very complex report, so try to limit the number of calendars run per batch.

Report Type
☒ Detail
 ☐ Summary

Calendar 08-09 KDE HIGH SCHOOL

ADA Mode
☒ Truancy
 ☐ Funding
 ADA = Present Minutes / Scheduled Minutes

Grade

All Student
 07 7th Grade
 08 8th Grade
 09 9th Grade
 10 10th Grade
 11 11th Grade
 12 12th Grade
 14 Over the age of 17 by October 1st

☐ Date Range

To

☒ School Month

☐ Month 1 08/04/2008 - 08/29/2008
☐ Month 2 09/01/2008 - 09/26/2008
☐ Month 3 09/29/2008 - 10/28/2008
☒ Month 4 10/29/2008 - 11/26/2008
☐ Month 5 11/27/2008 - 01/07/2009
☐ Month 6 01/08/2009 - 02/04/2009
☐ Month 7 02/05/2009 - 03/04/2009
☐ Month 8 03/05/2009 - 04/01/2009
☐ Month 9 04/02/2009 - 05/06/2009
☐ Month 10 05/07/2009 - 05/29/2009

☐ Ad Hoc

Exclude
☒ State Exclude
 ☐ Perkins Only

Shown below is a sample set of reports with different types of errors shown.

Overlapping T Codes

08-09 KDE High School 100 N KY 830, CORBIN, KY 40701 Generate on 10/05/2009 02:58:46 PM Page 1 of 1				KY ADM ADA Detail Report for Grade 09 ADA: Truancy School Month: 4 Transportation: NT, T1, T2, T3, T4, T5 Adhoc Filter: OverlappingTCodes, Mike Exclude: State Exclude Sort by Grade Students: 1																
Grade Student Enrollment				T-Code	ATT	ADA	ADM	Tardy		Attendance State Code								Funding AD		
								E	U	E	U	AFD	EHO	EDN	EPN	S	O			
09 OverlappingTCodes, Mike #4542 (08/06/2008 [E01])				T1	18.00	1.00	1.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
09 OverlappingTCodes, Mike #4542 (08/06/2008 [E01])				T4	15.00	0.83	0.83	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.83

The example above shows a student who has both T1 and T4 T codes: entries are shown for both. Attendance credit is given for each T code. The best means to identify this type of error is by using the Overlapping T Code ad hoc pass-through SQL query.

Missing T Codes and Partial Day Students

08-09 KDE High School 100 N KY 830, CORBIN, KY 40701 Generate on 10/05/2009 02:55:09 PM Page 1 of 1	KY ADM ADA Detail Report for Grade 12 ADA: Truancy School Month: 4 Transportation: NT, T1, T2, T3, T4, T5 Adhoc Filter: PartialDay, Peter and MissingTCodes, Mary Exclude: State Exclude Sort by Grade Students: 2
---	--

Grade Student Enrollment	T-Code	ATT	ADA	ADM	Tardy		Attendance State Code								Funding	
					E	U	E	U	AFD	EHO	EDN	EPN	S	O	ADA	ADA
12 MissingTCodes, Mary #4460 (08/06/2008 (E01))	NT	18.00	1.00	1.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
12 PartialDay, Peter #3106 (08/06/2008 (R02))	T1	18.00	1.00	1.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.64

The Missing T Codes (shown above for Mary) lists attendance as 1.00 and the T Code as NT, which is the default transportation code for any student without a T code. Note that attendance credit will be given but the T code may be incorrect. Use the Missing T Code pass-through SQL query to locate these type students.

The Funding ADA percentage for partial day students should match the percent enrolled in the partial day attendance group. Partial day students enrolled in virtual/performance based courses will, of course, differ.

Submission of the Growth Factor Report to KDE

Creating the State Format Fixed Width

Growth Factor Report

The Growth Factor report is used by KDE to determine whether any adjustments to the prior year's SAAR report values are warranted. This report

Report Options

Extract Format: **State Format (Fixed width)**

Date Range ☒ ☐ School Month ☐ Month 1 (07/24/2014 - 08/20/2014) ☐ Month 2 (08/21/2014 - 09/17/2014)

Report Types ☒ All Types ☐ R1 Ethnic Count (Active students at the end of the 2nd school month) ☒ R2 Aggregate Attendance ☒ R4 Non-Contract_Over_Under Attendance ☒ RH Home_Hospital Attendance

Generate Report

Select Calendars ☒ All Calendars

14-15 Corbin Educational Cente
14-15 CORBIN ELEMENTARY
14-15 CORBIN HIGH SCHOOL
14-15 CORBIN INTERMEDIATE
14-15 CORBIN MIDDLE SCHOOL
14-15 CORBIN PRESCHOOL
14-15 CORBIN PRIMARY
14-15 Corbin School of Innovat
14-15 Elementary Homebound
14-15 High School Homebound

CTRL-click and SHIFT-click for multiple
(Calendars: 10 Schools: 10)

Select Students

☒ Grade ☐ Ad Hoc Filter

All Students
00
01
02
03
04
05
06
07
08

- 1) Run the State Format Fixed Width for all Schools
- 2) Leave the date range blank
- 3) Select 'All Types'(R1, R2, R4, RH,)
- 4) Generate Report
- 5) File name should be saved as GFXXX.YY (XXX = District Number, YY= School Year)
Example: GF133.16
- 6) Submit file to KDE (<http://opsupport.education.ky.gov/attendancereports/>)
- 7) Also be sure to run and save the "PDF" versions of the same files under the Extract Format field for comparison.

Website Submission Process

Each district GF file is submitted via a Website link on the KDE homepage. This link can be located at: <http://opsupport.education.ky.gov/attendancereports/>. Step by step instructions are shown below.

1. The file submitted goes through an error check and any errors present are listed on the page (See Appendix A)
2. Errors should be cleaned up before submission process is complete. In some instances, an error may be excusable or ignorable. District would consult with person at KDE processing the report.
3. Once errors are cleaned up, the submission can be completed by entering contact information such as; email, district number and comments.
4. Once the file is submitted a series of events happen.
 - KDE Attendance Mailbox is notified
 - District who submitted receives a confirmation email
 - Text file submitted is loaded into KDEADA application

Growth Factor

Step 1: Locate the file

Press the "Browse" button and navigate to where your file is located. Only files named **GF[district number].15** are accepted. The file you are submitting here is the 'State Format' (fixed width) from your student information system. Please **do not** send any PDF documents via this site.

Step 2: Check your file

Press the "check file" button to send your file to be error checked and continue to Step 3. The error guide document on the left hand side of this page will show a list of all potential errors.

Step 3: Review any errors

Below you will find any errors in your file. If there are errors, please correct them in your file and start over at Step 1. Steps 1 – 3 can be completed as many times as necessary. If no errors are present please continue to Step 4. If you complete step 4 your file will be locked and no new submissions can be made until KDE unlocks the file. If you need to resubmit, please [email the KDE Attendance Mailbox](#). If you need assistance with an error please contact steve.young@education.ky.gov.

Errors in file: C:\Documents and Settings\TEMP\Desktop\GF133.14

Distname	districtno	schno	grade	error_msg	lst_dt_upd	schyear
CORBIN IND.	133	040	08	Record 2 days taught entered without attendance	Sep 5 2014 11:50AM	15

Step 4: Submit your file

If everything is satisfactory, enter your email, district and any comments you want to send, then press the "submit file" button. Please put your phone number and the names of any additional people to be notified in the comments field. **REMINDER:** Once submitted, the file will have to be reset by KDE if a new submission is needed.

<input type="text"/>	* your email
<input type="text"/>	* your name
<input type="text"/>	* your phone
<input type="text"/>	* your district
<input type="text"/>	* your Superintendent's name
<input type="text"/>	* your DPP's name
<input type="text"/>	
	* your Finance Officer's name
comments <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	
<input type="button" value="submit file"/>	

Thank you for your submission. KDE has been notified to review your data.

Step 5: Summary Reports

The submitted report will be reviewed and analyzed. KDE will generate your Growth Factor Summary Report and email your district a copy.

Step 6: Verification

Once you receive the Growth Factor Summary please review the contents carefully. If the summary report is satisfactory, **please reply via [email KDE](#) with an official statement of verification.** The Growth Factor will not be considered complete until KDE receives an official statement of verification.

Error Guide

On the Growth Factor file submission web page a Growth Factor Error Checks document is available (and also in Appendix A). Common errors for file submission are noted and districts should review this document prior to submitting their file.

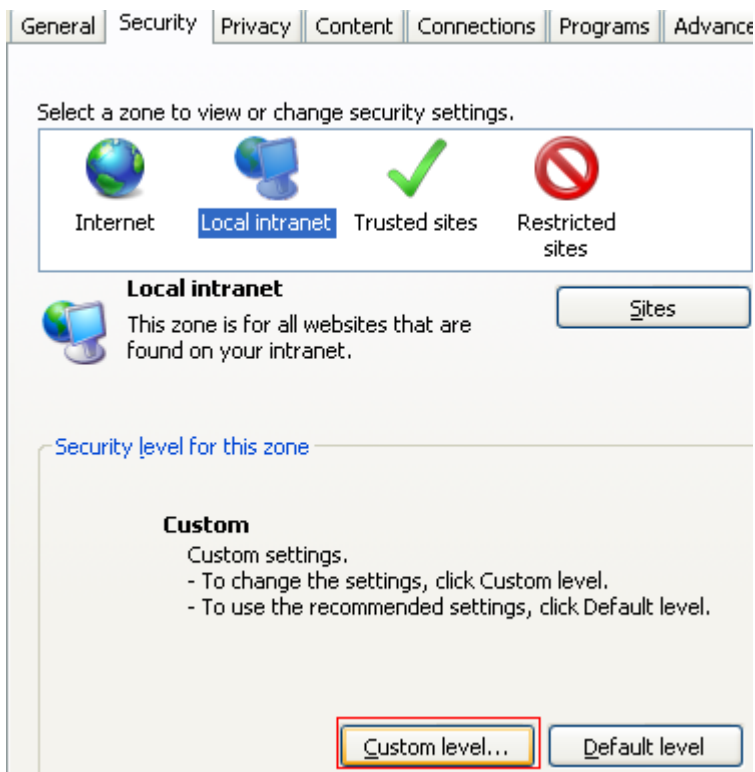
Internet Explorer (IE) Settings

If your file will not download in Internet Explorer (i.e., IE sits and spins) then check your settings for file downloads.

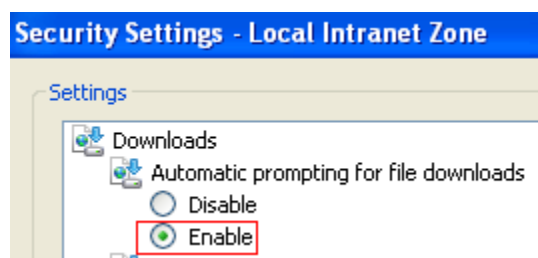
1. Go to Tools...Internet Options



2. Select Security and then click on Custom Level



3. Scroll down to Downloads. Ensure that 'Automatic prompting for file downloads' is set to 'Enable'.



Appendix A

Growth Factor Error Guide

Record 1 has no matching Attendance Record 2. Potential reasons include:

- Virtual/Performance based students: attendance credit will be posted on the SAAR after a passing grade has been assigned to the Final grading task
- Students enrolled without an attendance record

Record 2 has too many days taught– Cannot exceed 39 days.

Record 1 has invalid grade submitted– Preschool grades are not recorded.

Record 2 has days taught entered with 0 aggregate attendance values.

Record 2 has aggregate attendance values with 0 days taught.

Record 4 Non-Contract Student count with 0 aggregate attendance values.

- Check for attendance records; use an ad hoc filter to locate these students

Record 4 Non-Contract aggregate attendance values with 0 student count.

- Check for attendance records; use an ad hoc filter to locate these students

Record 4 Over/underage student count with 0 aggregate attendance values.

- Check for attendance records; use an ad hoc filter to locate these students

Record 4 Over/underage aggregate attendance values with 0 student count.

- Check for attendance records; use an ad hoc filter to locate these students

Record H Home Hospital aggregate attendance with 0 student count.

- Verify all home hospital students are in a home hospital attendance group

Record H Home Hospital student count with 0 aggregate attendance values.

- Check for attendance records; use an ad hoc filter to locate these students

Record H Home Hospital aggregate attendance with 0 days taught.

- Check for attendance records; use an ad hoc filter to locate these students

Record H Home Hospital has too many days taught– Cannot exceed 39 days.

Formatting of record is incorrect—File cannot be loaded into the database at this time:

Contact Garnetta Barnette (Garnetta.Barnette@education.ky.gov)